



# CITY OF HOUSTON

## Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	FINANCIAL ANALYST III
Posting Number	PN# 106852
Department	HUMAN RESOURCES DEPARTMENT*
Division	RISK MANAGEMENT FINANCE*
Section	N/A
Reporting Location	611 WALKER, 4 <sup>TH</sup> FLOOR*
Workdays & Hours	M - F, 8 a.m. - 5 p.m.*

\*Subject to change

**DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Performs technical work of complex analysis and preparation of financial reports, work papers, schedules, graphs; charts statistical data and develops interpretations and provides recommendations to management. Assists department representatives in the analysis of financial projections. Analyzes financial data and reports. Prepares and assists in preparation of a financial statements and trend reports for the Health, Long-Term Disability and Worker's Compensation Funds. Assists in the design and development of Health Benefits, Long-Term Disability and Workers' Compensation audits and audit programs. Maintains statistical database. Assists in the review and evaluation of selected financial reports. Monitors fund and provides budget and expenditure statistical usage. Assists in developing Request for Proposals and/or the evaluation of.

**WORKING CONDITIONS**

This position is physically comfortable and the individual has discretion about walking, standing, etc.

**MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelor's degree in Finance, Accounting, Business Administration, or closely related field.

**MINIMUM EXPERIENCE REQUIREMENTS**

Four (4) years of professional experience in finance, economics, budget analysis, or a closely related field is required. A Master's degree in Business Administration, Accounting or a closely related field may be substituted for two years of the above experience requirement.

**MINIMUM LICENSE REQUIREMENTS**

None

**PREFERENCES**

Extremely computer literate in Microsoft products such as Microsoft Access, and Excel. Exposure/knowledge of statistical analysis is a must.

**SELECTION/SKILLS TESTS REQUIRED**

NONE

**SAFETY IMPACT POSITION**    ☒ Yes   ☐ No

**SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 21  
\$ 1,211. 00 - \$ 1,660.00 Biweekly   \$ 31,486.00 - \$ 43,160.00 Annually

**OPENING DATE**                      September 14, 2005

**CLOSING DATE**                      September 20, 2005

**APPLICATION PROCEDURES**

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1<sup>st</sup> floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.** TDD phone number is (713) 837-9496.

An equal opportunity employer